Vermont Student Census – Fall Update
School Year 2014-2015

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Online Software Instructions

DUE DATE: November 7, 2014

IT: Data Management & Analysis
(802) 479-1044

VERMONT
AGENCY OF EDUCATION

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Minimum System Requirements

Adobe Acrobat Reader (Free Download)

Operating System	Certified Browsers
Windows 2000	IE 7, Firefox 2.0
Windows 2003	IE 7 & 8, Firefox 2.0
Windows XP	IE 7 & 8, Firefox 2.0 & 3.5+
Windows Vista	IE 7 & 8, Firefox 3.5+
Windows 7	IE 8, Firefox 3.5+
Mac OS X (We recommend v. 10.4.7 or greater but other OS X versions may work)	Safari 1.2 or 2.0.3
Linux	Firefox 3.0

A j-initiator is no longer required.

Starting the Application

Windows users open Internet Browser. Please note there is an underscore between FSC_PSL_CLC

https://wave.ed.state.vt.us:4459/forms/frmservlet?config=FSC_PSL_CLC

Mac users open Internet Browser Please note there are underscores between FSC_PSL_CLC_MAC

https://wave.ed.state.vt.us:4459/forms/frmservlet?config=FSC_PSL_CLC_MAC

Login to the program using the User Name and Password sent to you. The Username and Password are case sensitive.

Technical Support

Call (802) 479-1044 for assistance with the data entry application.

Due Date

Please submit completed data to the DMAT by November 7, 2014.

Main Menu Options

Organization Information

Enter/Edit Profile - This button allows you to edit the information about your school.

Student Information

Enter/Edit Data - This button lets you add new students or edit existing student records.

Contact Information

Enter/Edit Contact Information – To enter your schools contact personnel, select this button

Export Data

Export Student Data option lets you export data in an Excel format.

Reports

Reports Menu – This feature will create a report of all student records in the application. The reports are as follows:

- School Choice Student List
- Census Signature Page
- Home-study Students by Town of Residence and Grade
- Students Directly Certified to Participate in the School Lunch Program by Qualifying Date
- Preliminary October 1 Enrollment Report, Grade, Race, Ethnicity and Gender
- Students by National School Lunch Eligibility
- Students listed by Service Status, section 504 and ESS
- Students by Town of Residence, ADM type and Grade

The Preliminary October 1 Student Enrollment report is a count of students in aggregate. This report is generated from the data entered in the Student Census Fall Update and is provided as a reference only.

Application Instructions

Review Data Submission Checklist – Clicking this button will give you a few pointers on how the system works.

Web Data Entry Application Instructions - This option allows you to view or print the software instructions.

Data Reporting Instructions - This option allows you to view or print the reporting instructions. The Reporting Instructions help clarify what information you should be entering.

Data Submission

Show Error Report – This button takes you to the Student Census Error Report. These errors need to be corrected before you can submit your data.

Submit Data to AOE - Click this button to submit data to AOE, once this button is pushed and submission message appears your data is locked and unable to accept any additional edits. If you must revise submitted data please call AOE @ 479-1044, and we will unlock your data file.

Miscellaneous

Exit - This button lets you exit the application and the data will be saved before exiting.

Organization Information

Enter/Edit Profile Data

Make sure that all of the Organizational Information is correct for your school. Include all of the information in the following tabs:

- Principal Info
- Co-Principal Info
- Registrar Info
- Educational Levels Offered
- Calendar Information
- Holidays Info

NOTE: You will be required to enter information before proceeding to the student data.

Select File and return to main menu to return to the main menu page.

Student Information

Enter/Edit Student Data

Use this screen to add/edit student records.

Select options from top toolbar to assist you in locating students.

Search -- This button lets you enter a student ID number or student name to search for students.

Sort – This button lets you sort by last name, grade or student ID.

Add Record(s) – This button lets you enter a new student.

Make sure that all of the Student Data is correct and reference data reporting instructions for descriptions of data elements. Include all of the information in the following tabs:

- Grade/Cohort Info
- Enrollment Info-Exit/Withdrawal Info
- Socioeconomic Status-Title 1 Services
- ADM

NOTE: Record changes are automatically saved when you move to another record.

To return to the main menu you must select File, then Return to Main Menu.

Contact Information

Enter/Edit Contact Information

Enter in the contact information for each of the different roles listed below. Use the blue arrows at the top right to scroll thru the Contact Types:

- Student Census Collection Cont
- EST Contact
- Section 504 Contact
- NSLP Administrator

If the same person is the contact for multiple roles, enter their name in each area that they are the contact.

Export Student Data

Export Student Data (for your use)

You will get a message stating this may take a few moments, click ok. The export will pop up as a new window. **NOTE:** If you are not seeing another window popping up on your screen, try holding the control key down before you click on the export button and keep holding it down until the excel report appears.
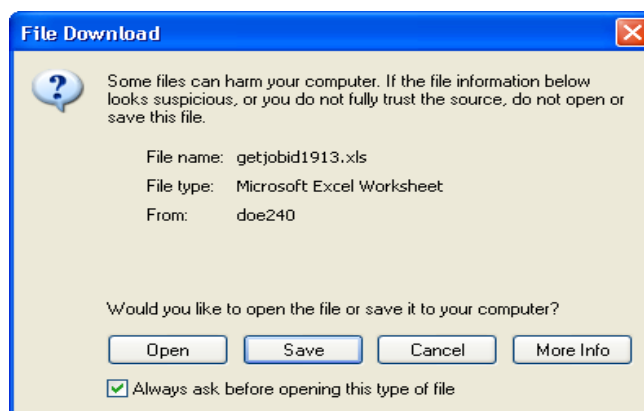
You may open or save your file to a specified location. Your data will remain in the program.

Reports
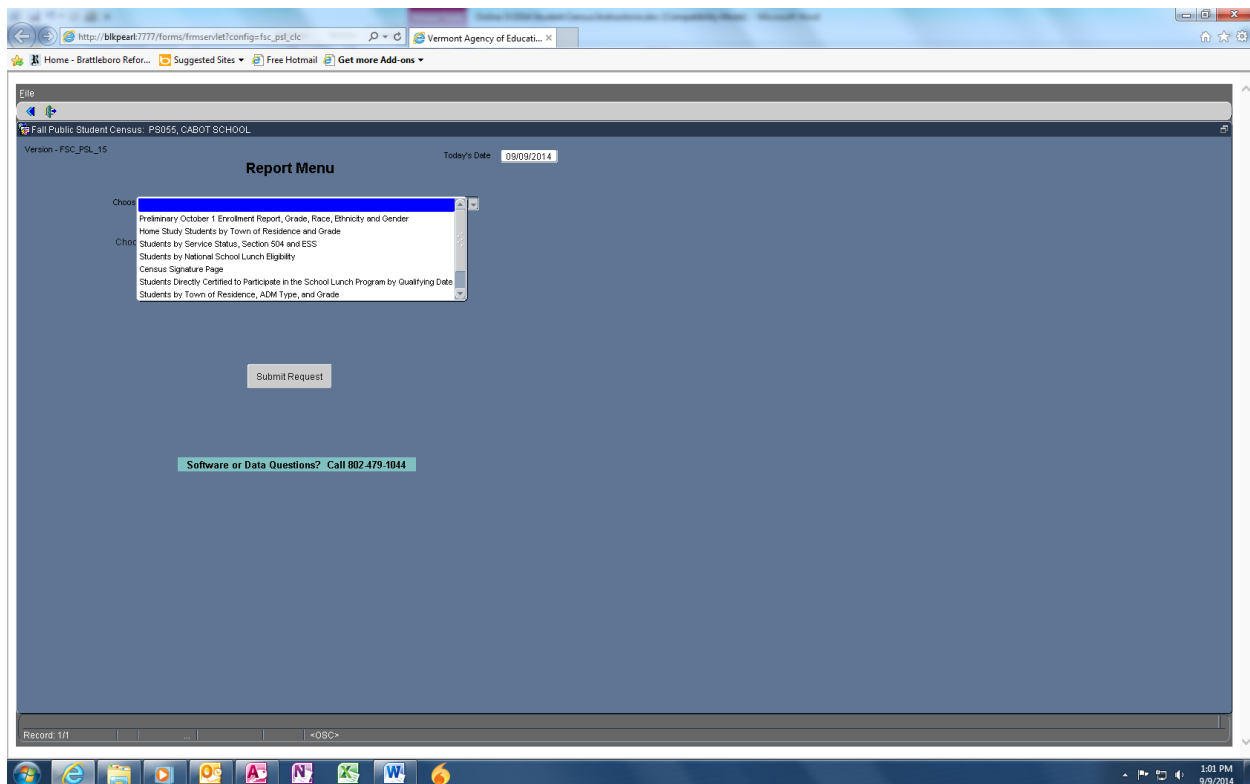
Reports Menu

Click on the Report button next to the description that you would like to view or print. These reports are as follows:

- School Choice Student List
- Census Signature Page
- Home-study Students by Town of Residence and Grade
- Students Directly Certified to Participate in the School Lunch Program by Qualifying Date
- Preliminary October 1 Enrollment Report, Grade, Race, Ethnicity and Gender
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- Students by Town of Residence, ADM type and Grade

Application Instructions
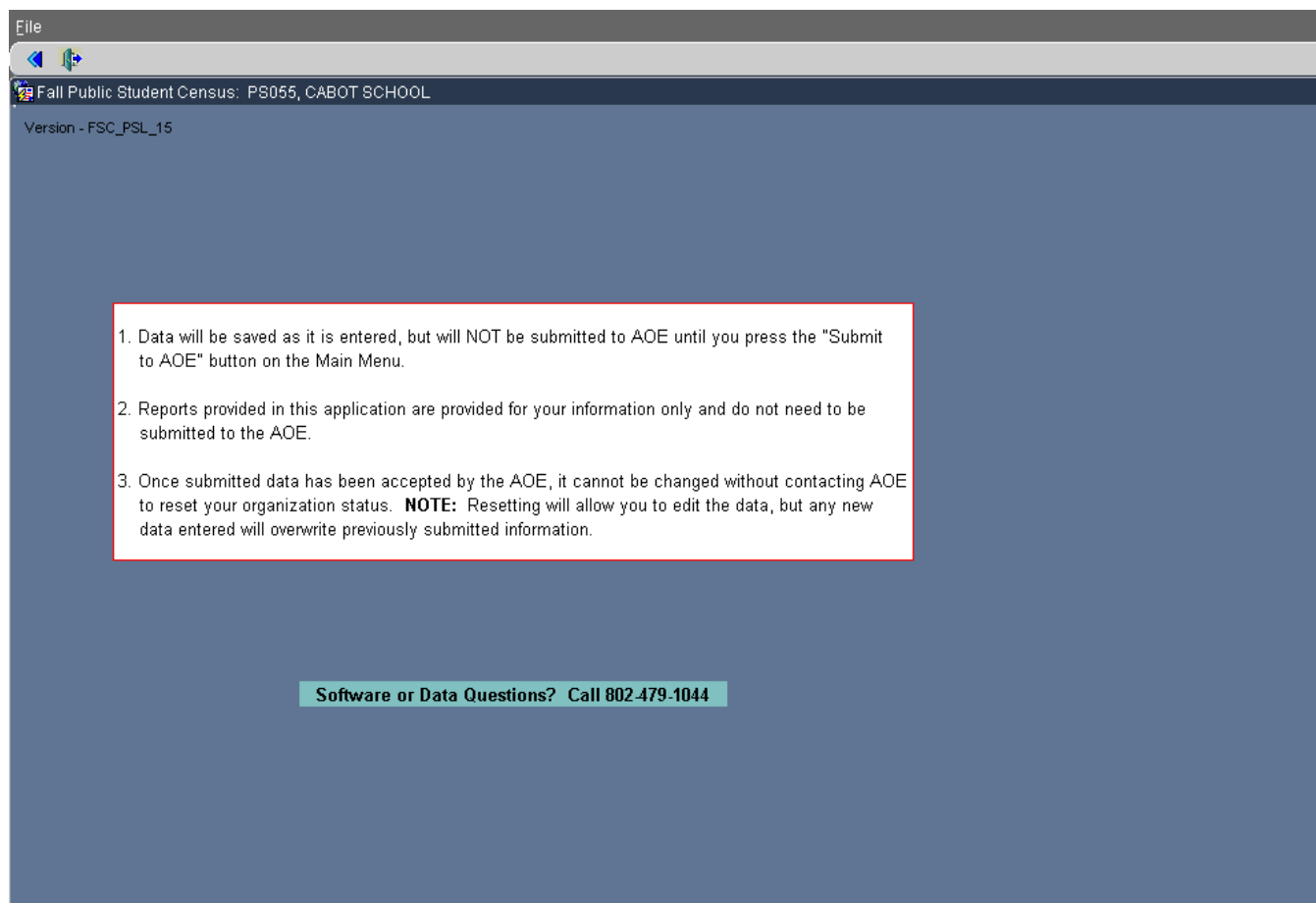
Review Data Submission Checklist

Please review the checklist for the Student Census data submission before attempting to submit data.

Web Data Entry Application Instructions

This option allows you to view or print the software instructions.

Data Reporting Instructions

This option allows you to view or print the reporting instructions. The Reporting Instructions help clarify what information you should be entering.

Data Submission

Show Error Report

Click on Show Error Report to see if you have made any errors before trying to submit your data to AOE. A pdf error report will pop up as a new window showing you the errors. **NOTE:** If you are not seeing another window popping up on your screen, try holding the control key down before you click on the Show Error Report button and keep holding it down until your report appears.

Submit Data to AOE

Click on Submit Data to AOE. If you have any errors you will not be able to proceed. If you have no errors, your application will cycle through the submission process, once this button is pushed and submission message appears your data is locked and unable to accept any additional edits. If you have any questions on this process, call DMAT at (802) 479-1044.

Miscellaneous

Exit

Click "Exit" to close out of the online application.